

**ALEXANDRIA TOWNSHIP COMMITTEE
WORKSHOP MEETING
MINUTES
December 23, 2020**

This meeting was advertised in The Hunterdon Democrat, notice posted on the Alexandria Township Municipal Office front doors, and the Alexandria Township Website (www.alexandrianj.gov) at least forty-eight (48) hours prior to the meeting as required by the revised Open Public Meetings Act. In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et, seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9 ,2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Township of Alexandria does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Mayor and the Township Committee scheduled December 23, 2020 will be held electronically only.

Members of the public who wish to participate in the meeting may do so by calling 1-978-990-5000 followed by meeting number Access Code: 333891 at 6:00 PM.

Individuals calling into this number will be able to fully participate in the meeting, including providing public comment. *A non-public dial in number will be used if executive session is required.*

Pursuant to DCA regulations, members of the public are permitted to submit written public comments. The Township Committee in advance of the remote meeting shall allow public comments to be submitted to the Clerk by electronic mail and in written letter form by noon the day of the meeting to clerk@alexandrianj.gov if electronic mail or Township of Alexandria, Attn: Township Clerk, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848 if in written letter as shall be established and posted on the website (www.alexandrianj.gov) in advance of the remote public meeting. Public comments submitted prior to the remote public meeting through electronic or regular mail shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public with a time limit of three minutes to be placed on the reading of written comments, which shall be read from their beginning until the time limit is reached.

Meeting Called to order at 6:02 PM

ROLL CALL:

PRESENT: Mayor Plumer, Committeeman Pfefferle (called in at 6:09 PM), Committeeman Kiernan, Twp. Atty. Dragan

ALSO PRESENT: Township Planner Banisch

ABSENT: None

FLAG SALUTE:

Mayor Plumer led the flag salute.

NEW BUSINESS

- Resolution 2020-0137- To Cancel Grant Balance & Charge Current Fund for the Balance

Comm. Kiernan made a motion, seconded by Mayor Plumer to approve Resolution 2020-0137.

Roll Call: Aye: Kiernan, Plumer

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2020-137 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY TO CANCEL GRANT BALANCE AND CHARGE CURRENT FUND FOR
THE BALANCE**

WHEREAS, the Township of Alexandria has received a Grant from the State of New Jersey in the Amount of \$2,000.00 for Testing of Radon in the homes of the Township Residents, and

WHEREAS, the terms of the grant were not available at the time of the award, and

WHEREAS, as a result all the grant funds were not spent

NOW THEREFOR BE IT RESOLVED that the Township Committee of the Township of Alexandria hereby directs the CFO of the Township to cancel the grant in the amount of \$2,000.00, and properly charge the funds to the Current Fund of the Township of Alexandria.

BILL LIST

Comm. Kiernan made a motion, seconded by Mayor Plumer to approve the December 23, 2020 bill list.

Roll Call: Aye: Plumer, Kiernan

Nay: None

Abstain: None

Motion Carried

APPROVAL OF MINUTES:

- January 2, 2020 Township Committee Re-Org Meeting

Comm. Kiernan made a motion, seconded by Mayor Plumer to approve the January 2, 2020 Township Committee Re-Org Meeting Minutes

Roll Call: Aye: Kiernan, Plumer

Nay: None

Abstain: None

Motion Carried

OLD BUSINESS

- Ordinance 2020-5 Entitled “Special Event License Ordinance” and Establishing Local Licensing Procedures and Requirements for Commercial Agri-Tourism Special Events Including Definitions, Notification Requirements, Requirements for Control of Traffic and parking, Buffering, Lighting, Noise, Signs, and Requirements to prevent Nuisance Conditions and Including Provisions for Appeals ***2nd Reading***

Comm. Kiernan made a motion, seconded by Mayor Plumer to open public comment for Ordinance 2020-5.

Roll Call: Aye: Plumer, Kiernan

Nay: None

Abstain: None

Motion Carried

As there were no public comments, Comm. Kiernan made a motion, seconded by Mayor Plumer to close public comment for Ordinance 2020-5.

Roll Call: Aye: Plumer, Kiernan

Nay: None

Abstain: None

Motion Carried

Note: Comm. Pfefferle called into meeting at this time (6:09 PM).

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adopt Ordinance 2020-5.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**ESTABLISHING CHAPTER 150 OF THE CODE OF THE TOWNSHIP OF ALEXANDRIA
ENTITLED “SPECIAL EVENT LICENSE ORDINANCE” AND ESTABLISHING LOCAL
LICENSING PROCEDURES AND REQUIREMENTS FOR COMMERCIAL AGRI-TOURISM
SPECIAL EVENTS INCLUDING DEFINITIONS, NOTIFICATION REQUIREMENTS,
REQUIREMENTS FOR CONTROL OF TRAFFIC AND PARKING, BUFFERING, LIGHTING,
NOISE, SIGNS AND REQUIREMENTS TO PREVENT NUISANCE CONDITIONS AND
INCLUDING PROVISIONS FOR APPEALS**

Section 1. The Code of the Township of Alexandria is amended and supplemented by establishing a new Chapter 150 entitled “Special Event License”, as follows:

Chapter 150 Special Event License.

Purpose Statement: The purpose of this ordinance is to establish a municipal License process to permit occasional commercial, agri-tourism and farm-related special events that are not otherwise permitted by Ordinance or do not conform to the State Agricultural Development Committee (SADC) Agricultural Management Practice (AMP) for “On-Farm Direct Marketing Facilities, Activities, and Events”¹ as **ORDINANCE No.**

2020 - 05

- A. AN ORDINANCE OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY** enumerated and regulated at N.J.A.C. 2:76-2A.13. The Township of Alexandria recognizes that residents and landowners may wish to supplement personal or farm income by conducting a special event on land they own, including land in all tax assessment categories. At the same time, the Township of Alexandria recognizes the need to protect the public health, safety and general welfare, and respect residents’ entitlement and reasonable expectations to undisturbed use and enjoyment of their residential property without potential nuisances from non-residential land uses, traffic, noise, light and crowds of people. In view of the foregoing, the following Special Event licensing procedures are established for one-time, occasional, periodic or seasonal commercial, agri-tourism and farm-related special events under controlled circumstances.

There are two classes of Agri-tourism Special Event Licenses established, including a “Minor” and a “Major” Special Event License. An Agritourism Special Event License may be issued to an “Applicant”, as defined below, on any parcel of land in Alexandria Township in accordance with this ordinance. The following application procedures and requirements are established for a municipal Special Event License.

B. Definitions:

“Agri-tourism” means, for the purposes of this ordinance, a commercial, civic, cultural, recreational or social activity for visitors or customers that is usually but not always conducted on farm-assessed land and is thematically oriented around, dependent upon, promotes, or otherwise takes advantage of Alexandria Township’s agricultural character, rural landscape and open land assets as a component of the theme of the activity, not including overnight lodging.

“Applicant” means, for the purpose of this ordinance, an Alexandria Township resident landowner or an Alexandria Township resident that is an immediate family member of a resident landowner, or an LLC where a member of the LLC is an Alexandria Township resident.

¹ Note, County Agriculture Development Board Administrator and State Agriculture Development Board staff are available to mediate Right-to-Farm conflicts. The SADC “On-Farm Direct Marketing Facilities, Activities, and Events” regulations are available at the following link: <https://www.nj.gov/agriculture/sadc/rtfprogram/amps/adoptedamps/onfarmdirectmarketing.html>

“Commercial” means, concerned with or engaged in commerce of any sort, including charges for attendance or participation, or for the sale of goods and services.

“Complete Application” means a Special Event License application, checklist and the required fee for a Special Event License that includes the information and details required in the Special Event Ordinance for the municipality to determine that:

1. All required submissions and information are provided;
2. The application and Special Event plan conform to all performance standards for a Special Event; and
3. The public health, safety and general welfare shall be protected.

“Significant Impact” means (1) the disturbance or diversion of farm assessed land from agricultural production to conduct a Special Event, and (2) a special event that produces or results in (a) audible sound or noise that exceeds the NJDEP maximum allowable noise standards at the property line for a duration of 15 minutes or more and occurring at a frequency of more than once per day, (b) light trespass onto a residential property from traffic or site lighting that exceeds existing ambient lighting under normal conditions (non-Special Event times), (c) parking of vehicles on a public road, an off-site driveway, private property or within 50’ of a residential property line.

“Special Event” means a duly municipally-licensed agri-tourism commercial activity that is accessory, incidental and subordinate to the principle use of the property, that does not result in a significant impact on neighboring residences or in the case of a farm, on the agricultural viability of the farm, and does not result in a significant impact on the rural or residential character of Alexandria Township and that is conducted on a one-time, occasional, periodic or seasonal basis, and occurs within only one season of the year; and

1. Is conducted no more frequently than three (3) consecutive days excluding preparation and clean up, and is conducted no more than 3 weeks in a row;
2. Does not involve overnight lodging, public accommodations or visitation;
3. Does not involve construction of new buildings or structures;
4. Does not involve outdoor storage, outdoor display of items for sale or signs that are visible to the public or neighbors for more than 30-days;
5. Is conducted between the hours of 9:00 am to 10:00 pm;
6. Secures a municipal license in the calendar year in which it is conducted.
7. A Special Event does not include noncommercial activities, such as, but not limited to: a private party, family celebration or gathering on private property; a civic fundraising event for a school; a special event conducted by a religious organization such as a church picnic, dance, dinner, auction, or revival that is conducted on property tax class 15D exempt property, not including a carnival or fair involving electronic rides, amusements and food for sale to the public.

“Major Special Event” means a special event on land of any tax assessment category that involves traffic and parking of more than 25 vehicles or 50 or more attendees, customers, or visitors on site at a given time. A Major Special Event may be one event or a series of events.

“Minor Special Event” means a special event on land of any tax assessment category that occurs not more than three (3) times per season of the year, involves traffic and

parking of approximately 25 vehicles or less and/or attendance of approximately 50 or fewer attendees, customers, or visitors on site at a given time.

A Special Event that occurs more than three (3) times per season is a "Major Special Event" irrespective of parking, traffic and attendance generated by the event.

A "Minor Special Event" does not include a Home Occupation use as defined in § 115-22 H.(1) as Home Occupation.

"Special Event License" (or "License") means a license issued by Alexandria Township to conduct a Special Event on land taxed as farmland, vacant, residential, commercial, or industrial land in accordance with the definition of "Special Event" above and the licensing requirements established herein below. A Minor Special Event may be one event or a series of events.

C. **Procedures:**

1. An applicant may apply for and obtain a Special Event License from Alexandria Township in accordance with the application procedures set forth in this ordinance.
2. **Pre-application Review.** An applicant for a Special Event License shall request and attend a Pre-application Review Meeting in accordance with Subsection D. below.
3. **Complete Application.** A complete application for a special event license shall be submitted with the required application fee to the Alexandria Township Clerk at least 30-days prior to a Minor Special Event and at least 45-days prior to a Major Special Event. No administrative review of an application for a Special Event shall be conducted until the required application fee has been submitted.
4. **Referral.** The Alexandria Township Clerk may refer a Special Event License application to the Township Committee, Engineer, Fire Official, Director of Public Works, Zoning Officer, and/or any other municipal official or professional for review and comment relative to evaluating potential public health, safety, welfare, impacts to residents and the community and conformity with applicable law, regulations and ordinance standards for a Special Event license.
5. **Minor Special Event License – Issuance.** The Alexandria Township Clerk may issue a Minor Special Event License when presented with a complete application that includes all information and submission requirements for a Special Event License that satisfactorily addresses the requirements set forth below. In an application for a Minor Special Event License that involves noise, light or traffic impacts elevated above normal ambient conditions that may potentially impact residences nearby (e.g. within approximately 1,000') or adjoining the site for a Minor Special Event License, the Township Clerk may refer the application to the Township Committee for review prior to the issuance or denial of the Minor Special Event License.
6. **Major Special Event License – Issuance.** A Major Special Event License may only be issued by the Alexandria Township Committee, which at its sole discretion shall either approve or deny the application. The Township Committee may request information and recommendations from the Clerk, Engineer or other municipal officials in consideration of an application for a Special Event License.

7. **Conditions.** A Special Event License shall include the following conditions and applicant acknowledgment as a condition of approval:
 - a. Failure to adhere to the conditions of the License or the creation of a Nuisance pursuant to Subsection F.7. below, or the conduct of activities not included in an application for a License shall establish a basis for the Township of Alexandria to revoke the License and special event land use privileges approved under the License with all on-site special event activities to be discontinued and special event improvements and appurtenant structures taken down and removed from the site.
 - b. A Special Event that results in a significant impact shall be in violation of the Special Event License ordinance and will immediately cease and desist all special event activity when ordered to do so by the Township Clerk, Engineer or Zoning Official.
 - i. The licensee shall sign an acknowledgment of these provisions prior to issuance of the Special Event License by the Township of Alexandria.
8. **Registration.** An applicant shall register with the municipality to conduct a special event. The registration shall include:
 - a. Applicant's name, address and contact information including email, cell and land line phone numbers.
 - b. Whether applicant is an Alexandria Township resident landowner, or resident family member of a resident landowner.
 - c. If the applicant is not a resident landowner, the resident family member of a resident landowner shall submit a notarized letter from the resident landowner that expressly grants permission for the Special Event to take place on their land including a description of the event and the dates for which permission is granted to conduct the special event.
9. **Appeal Risk.** This ordinance contains an appeal provision that permits an interested party to appeal the issuance of a Major Special Event License by submitting a notarized letter of appeal to the Township Clerk within 10-days of newspaper publication of a Notice for Special Event License or within 10-days of receipt of a Notice by certified mail. If an appeal to an application for a Major Special Event License is received by the Township Clerk within 10-days of newspaper publication or receipt of notice by certified mail, no license shall issue until the Township Committee reviews the appeal and decides whether a sufficient basis for denying the application for a Major Special Event License is established. Such bases may include but are not limited to objections to potential noise, light and traffic impacts within 200' of the Special Event property. As such, the Appeal provisions of this ordinance pose a risk to the applicant's planning and actual conduct of a Special Event when applying for a license because an Appeal to an application may affect the timing of Township issuing a Major Special Event License.
10. **Expiration.** A Special Event License shall expire in the calendar year that it is issued.

11. Renewal. Alexandria Township shall have no obligation to renew a Special Event license in a subsequent calendar year.

- a. A Special Event License for a Minor or Major Special Event that has been previously issued by Alexandria Township may be renewed in a subsequent calendar year if the event remains unchanged from the prior year, there is no change in the scale, intensity or operations of the Special Event and the applicant satisfactorily complied with all conditions of the prior approval.

12. Sites that have obtained prior site plan approval. The Township Committee may, within its discretion, grant a License for a Special Event on a site that has previously received site plan approval, which shall not in any way alter, modify, or change the Site Plan approval and any conditions or limitations included in that approval except to the extent permitted by the Township Committee for a Special Event in accordance with the provisions of this ordinance.

- a. The Township Committee may delegate to the Township Clerk and Engineer the ability to issue a Special Event License for a special event on a site that has previously received site plan approval provided, however, that no Special Event License shall in any way alter, modify, or change the Site Plan approval and any conditions or limitations included in that approval, except to the extent permitted for the Special Event.

D. Pre-application Review.

- a. Prior to (applying) for a Special Event License, the applicant shall request and attend a pre-application conference with the Township Clerk and Township Engineer to review the proposed Special Event to determine:

- (1) the nature and extent of the special event activity (activities) to be conducted;

- (2) the location, times and dates the special event will be conducted;

- (3) the number of attendees, customers or visitors anticipated at the proposed special event;

- (4) the nature and extent of site improvements necessary to conduct the special event in a safe manner and in a manner that is respectful to neighbors; and

- (5) the number of special events in the calendar year for which the license is sought and whether the special event will be a stand-alone event or one of a series of events.

- b. The applicant shall provide the information above along with proof of Alexandria Township residency and as much preliminary detail as necessary to accurately describe the proposed Special Event. The Special Event description and details provided by the applicant will guide the Clerk and Engineer in advising the applicant as to the actual submission requirements for the Special Event License application, which may be less than all information required by ordinance in Subsection F below.

- i. The purpose of this review is to confirm an applicant's eligibility as a Township resident for a special event license and to identify the appropriate level of detail needed in the application to consider safety, evaluate the scope and intensity of the event, and to evaluate potential negative impacts to residents and the community.
 - ii. Based upon the information provided by the applicant, the Clerk and Engineer may waive certain submission requirements of the Special Event License application in Subsection F. below.
 - iii. An application for a Special Event License may be denied if required information and detail is not provided by the applicant pursuant to the pre-application meeting.
 - iv. Following the pre-application meeting, the Clerk and Engineer shall provide a copy of the Special Event Application Checklist identifying the information that the applicant is required to submit.
- c. The applicant shall submit a completed "Alexandria Township Special Event License Pre-Application Conference Questionnaire", a copy of which may be obtained from the Township Website or Township Clerk, and is produced in this ordinance in Section "I" below.

E. Fees.

- a. Application Fee:
 - i. Minor Special Event License: \$25.00
 - ii. Major Special Event License: \$50.00
- b. Pre-application Review: \$200.00 (Minor or Major License)
- c. Application Review Escrow Deposit:
 - i. Minor Special Event License: \$200.00
 - ii. Major Special Event License: \$500.00
- d. Special Event License renewal fee: \$100. (see Sec. C.8. above)

NOTE: The Application Review Escrow Deposit shall be used to pay professional expenses for reviewing a Special Event License Application for consistency with ordinance requirements. The Applicant shall replenish the Escrow Deposit to the full amount required when the initial deposit is depleted. If the Applicant does not replenish the Escrow when needed, the professional's review of the application shall discontinue until the Escrow is replenished. The actual cost of professional review of the Application shall be based on the complexity of the application and the quality of the information submitted by the applicant. When insufficient information is submitted by the applicant, professional review fees and the time required to approve or deny application will be extended.

F. Standards for Review of Special Event License

The purpose of the following standards is to protect the public health, safety and general welfare of the citizens of the Township of Alexandria and the general public. The applicant for a Special Event License shall submit a completed application, checklist and sketch plan to the Township Clerk that clearly explains and depicts the nature and location of the event and all activities to take place at the special event. The sketch plan shall clearly depict the proposed physical layout of existing on-site buildings any proposed

improvements or site modifications in conformity with requirements set forth in this section. Where specific standards are not provided in this section, standards set forth in the Code of the Township of Alexandria and those standards set forth at N.J.A.C. 2:76-2A.13. for “On-Farm Direct Marketing Facilities, Activities, and Events” shall govern. Where standards may conflict between the Township Code and the “On-Farm Direct Marketing Facilities, Activities, and Events”, the Code of the Township of Alexandria shall govern. The Township Clerk or Township Committee may not require the applicant to submit certain information in the application or details on the sketch plan where they may deem the nature of the proposed special event may not require certain details; however, a waiver request may delay the municipal review and approval of a special event application, which may in turn complicate the applicant’s scheduling plans for a special event because the municipality will require time to review a waiver request.

An applicant for a Minor Special Event may be required to submit some of the following information. An applicant for a Major Special may be required to submit all the following information.

1. Visitor Management

- a. The application shall include a sketch plan identifying the location and dimensions of all structures, parking areas, existing and proposed driveways, parking and vehicular turning areas, sanitary facilities, areas where visitors will be permitted and restricted, location of food and beverage preparation and serving areas, retail or hand-crafted goods sales areas, special event activity areas, and landscaping if required to buffer adjacent properties. The sketch plan shall include parcel boundaries and a brief description of adjoining land uses and roads and the number of residential dwellings located off-site within 200’ of all residential parcel boundaries. In the case of a farm, the sketch plan shall identify the number of residential dwellings within 200’ of the area of the farm upon which the special event is proposed to take place, including all special event parking and activity areas.
 - i. The sketch plan may be hand-drawn information added to a survey of the property or an aerial photograph of the property; however, hand-drawn information shall be drawn to scale and clearly legible.
- b. Number of Visitors and Vehicles Anticipated. Identify the maximum number of visitors and vehicles anticipated to be on site at any given time during the special event.
- c. Sanitary Facilities. Identify existing and proposed sanitary facilities needed to accommodate the Special Event. Sanitary facilities shall conform to NJDEP, NJ Dept. of Agriculture, and Hunterdon County Department of Health requirements. If portable toilets and hand sanitizers are to be provided, identify the number and location on site where these facilities will be located, which shall be no closer to a residential property line than 100’. The number and type of sanitary facilities provided shall be adequate to address the total number of patrons expected and shall be ADA or handicapped accessible.
- d. Dates, days, times of day for the special event – the application shall clearly state the dates, days of the week and times of day that the special event

will be held and the anticipated number of special events proposed in a calendar year. Opening and closing time for each day shall be clearly identified in the application along with a brief description of how patrons will be cleared from the site at closing.

- e. Signs. All proposed signs and sign locations shall be identified in the application for a Special Event License.
 - i. Site Identification Sign. A Special Event site identification sign may be erected on a temporary basis for the special event. The site identification sign shall not exceed 32 sq. ft. in area, may be double sided if freestanding and shall not be closer than 10' to the road or public right-of-way, and shall not be closer than 50' to a residential property line.
 - ii. Directional Signs. Directional or wayfinding signs may be erected on site if the Special Event property has sufficient frontage for such signs to be spaced at least 50' apart. Such signs may not exceed 10 sq. ft. in area, may not be located closer than 50' between signs and shall not number more than 10. All such signs shall be setback a minimum of 10' from the property line and public right-of-way line and at least 10' from the edge of road pavement.
 - iii. Signs approved in the Special Event License shall not be erected more than 10 days prior a special event and shall be removed not more than 10 days following a special event. This shall apply to each day of the year a special event is held.
 - iv. All special event signs shall be erected on the property upon which the special event is licensed.
- f. Special event transportation - A plan for special event transportation shall be provided and identify on-site locations where adequate parking will be provided and additional information required under "Transportation" below.
- g. A Security Plan identifying the plan for security, personnel required and the names of persons responsible for security at the special event. Indicate whether police are needed for crowd and traffic control, and if so, how many officers may be needed. All security and traffic control shall be provided at the expense of the applicant.

2. Visitor Service.

- a. Identify food and/or beverages that will be provided for sale and/or consumption. List State and local regulations and approvals required for food and beverage sales and on-site consumption in the application. Submission of all outside agency approvals, such as Board of Health approval, will be a condition of a Special Event License issued that includes food and beverage sales and/or onsite consumption.

3. Transportation:

- a. Adequate off-street parking shall be provided, which shall be set back from all property lines at least 50’.
 - b. Parking spaces, driveways and drive aisle widths shall conform to Alexandria Township standards (i.e. 9’x18’ parking spaces for cars, 24’ wide drive aisles, etc.). The sketch plan shall identify the location and dimensions of parking areas, existing and proposed driveways, parking and vehicular turning areas.
 - c. All visitor and Special Event parking shall be located on the Special Event property with access provided via a driveway to the parking area. There shall be no Special Event parking off site, on public roads, shoulders of roads or anywhere within the public road right-of-way.
 - d. Design of driveways and adequate sight distance to accommodate expected traffic must conform to Alexandria Township standards.
 - e. Where treatment of parking and driveways is necessary to control dust, the method and frequency of treatment shall be indicated on the sketch plan.
4. **Buffering.** Adequate landscaped or vegetated buffering shall be provided between adjacent residential uses and all special event parking and activity areas, which may include a solid fence, berm or existing hedgerow.
- a. Vegetated buffers, existing or proposed, shall be shown on the Special Event sketch plan. There shall be no visibility between Special Event parking and activity areas and adjoining residential uses and yards such that the privacy of adjoining residential neighbors is not compromised.
 - b. Buffers may include existing vegetation consisting of hedgerows, plantings or forested conditions that provide an effective landscaped or vegetated screen between adjoining residential uses and special event parking and activity areas.
 - c. Where no existing landscaping and vegetated buffer exists, the sketch plan shall identify proposed buffering consisting of a fence, berm, landscaping or a combination of the three, which shall be sufficient to achieve the objective identified in “a.” above.
5. **Lighting.** When Special Event activities are proposed during non-daylight hours, adequate lighting shall be provided to provide safe pedestrian access within and around special event activity areas and for safe pedestrian access to parking areas.
- a. Parking areas shall be suitably lighted to provide for safe vehicular access within and around parking areas and drive aisles.
 - b. No off-site lighting impact shall be permitted so as to cause off-site glare or a nuisance lighting impact to an adjoining residential neighbor.
6. **Noise and Audible Sound.** Special Events shall not produce audible sound or noise that exceeds the NJDEP maximum allowable noise standards at the property line, nor shall there be audible sound or noise produced that exceeds allowable

limits for a duration of 15 minutes or more and occurring at a frequency of more than once per day.

- a. No sound or noise of any kind that is audible at an adjoining residential property line shall be produced at a special event earlier than 7:00 am, nor later than 11:00 pm.
- b. For Special Events that include music, performance activities or amplified sound of any kind, the applicant may be required to provide noise readings taken at property lines may prior to the issuance of a Special Event License and conducting Special Event activities . In the case of a farm, sound levels shall be measured at the property line or at a distance of 200' from the special event area where the noise or sound is being generated, whichever location is closest to the nearest off site residence. (See § 151.F.9. below)

7. **Nuisances of Any Kind.** In the event that there are any activities conducted under the Special Event License that results in a nuisance relating to lighting, noise or sound, crowd activity, traffic, or if activities are conducted on site that are not approved by the Township, a Special Event License may be revoked by the Township of Alexandria with all Special Event activities to be discontinued and requiring all Special Event improvements, signs and appurtenant structures taken down and removed from the site.

8. **Conditions of Approval.** Where, in the judgment of the Township Clerk, Engineer and/or Township Committee it is determined that the nature of a special event activity, or site raises concerns related to operation of the event and potential impacts to the surrounding area, a Special Event License may be issued subject to conditions of approval to be satisfied prior to, during or following the special event. By way of example but not limitation, in the case of a noise or sound concern, the applicant may be required to provide sound measurements documenting the level of noise to be generated.

G. **Notice – Major Special Event.** Upon submission of an application for a Major Special Event license, the applicant shall provide Notice of the application, as follows:

1. Contents. The notice shall state the date, time and place of the proposed Special Event and shall state that the application and sketch plan is available for public inspection at the office of the Township Clerk and shall describe in sufficient detail the nature of the proposed Special Event, and identify the address of the Township Clerk, and the days of the week and times of day the application may be inspected at the Clerk's office. The notice shall contain an identification of the property by street address and the lot and block numbers of the property as shown on the current tax duplicate in the Municipal Assessor's office.
2. Notice by publication. Notice shall be given by publication in the Township's official newspaper within 7-days of submission of an application for a Special Event License.
3. Notice to property owners; list of property owners to be furnished. Notice shall be given by the applicant to the owners of all real property, as shown on the current tax duplicate, located within 200 feet in all directions of the property which is the subject of the Special Event, by serving a copy thereof on each owner or his or her

agent in charge of the property or by mailing a copy thereof by certified mail to each such owner at his or her address as shown on said tax duplicate. Certified notice shall be mailed within 7-days of submission of an application for a Special Event License. If a condominium association is within 200' of the property, notice to the condominium association shall be sufficient. Notice to a partnership owner may be given to any partner, and notice to a corporate owner may be given to its president, a vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation, and notice to a condominium association, horizontal property, community trust or homeowners' association, because of its ownership of common elements or areas located within 200 feet of the property which is subject of the applicant, may be made in the same manner as to a corporation without further notice to unit owners, co-owners or homeowners on account of such common elements or areas. The Municipal Assessor's office shall, within seven days of written request by the applicant, make and certify a list from the current tax duplicate of the names and addresses of the property owners entitled to notice as aforesaid, and a sum not to exceed \$0.25 per name or \$10, whichever is greater, may be charged for such list. The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner not on the list shall not invalidate any Special Event License issued by Alexandria Township.

H. **Appeal – Major Special Event.** An interested party residing on residential property within 200' of the proposed Major Special Event License property may appeal the issuance of a Major Special Event license to the Township Committee. The appeal shall be filed by submitting a notarized letter to the Township Clerk within 10 days of the date of newspaper publication or within 10-days of the date of the certified mail notice received from the Special Event License applicant. Such objection shall clearly state the bases for an objection, including but not limited to potential noise, light and traffic impacts to a residential property within 200' of the Special Event property. The Township Committee normally meets twice monthly on the 2nd and 4th Wednesday of the month. The Township Clerk shall schedule the objection to be heard at a regular Township Committee meeting.

a. Appeal procedure. The Township Committee shall hear and decide all appeals to issuance of a Major Special Event License.

i. An appellant shall appear before the Alexandria Township Committee to present an in-person verbal explanation of objections to the application for a proposed Special Event License.

1. Where reasonably practicable, an appellant shall provide evidence in support of their objection(s) to the Special Event License application.

ii. The Applicant for a Major Special Event License shall have the right to answer an objection filed with the Township Committee.

iii. If the Applicant is not in attendance when an objection to their Special Event License application is heard by the Township Committee, issuance of a Major Special Event License may be delayed.

iv. After hearing objections from the Appellant and an answer by the Applicant for a Major Special Event License, the Township Committee

shall decide whether to issue, deny, or approve the Major Special License with conditions.

I. Pre-Application Conference Questionnaire:

**Alexandria Township Special Event License
Pre-Application Conference Questionnaire**

1. Will your special event involve attendance of more than 25 vehicles or 50 attendees?

Yes No (circle one)

If no, your event may be a Minor Special Event if the answer to the following question is no.

2. Will your special event occur more than 3-times per year?

Yes No (circle one)

If yes, your event is a Major Special Event and will require a Major Special Event License.

If the answer to questions #1 & #2 above are no, your event is a Minor Special Event.

If the answer to either question #1 or #2 above is yes, your event is Major Special Event.

Whether your event is a Minor or Major Special Event, schedule a Pre-Application Conference with the Township Clerk and Township Engineer and submit the required Pre-application review fee of \$200 to the Township Clerk.

Special event application submission standards are found at Section F.1. – F.8. of the Special Events ordinance.

Minor Special Event License - An applicant for a Minor Special Event License may be required to submit some of the information in Section F.1 – F.8. of the Special Events Ordinance, which will be determined at the Preapplication Conference with the Township Clerk and Engineer, based on the nature and scale of your event.

Major Special Event License - An applicant for a Major Special Event License may be required to submit all of the information in Section F.1 – F.8. of the Special Event Ordinance, which will be determined at the Pre-application Conference with the Township Clerk and Engineer, based on the nature and scale of your event.

3. Will your special event produce sound or noise that will audible at the property line?

Yes No (circle one)

If yes, review Section F.7 of this ordinance to familiarize yourself with noise standards and application submission requirements for events producing noise audible at the property line.

4. Will your special event take place on a site that has received Site Plan Approval from the Township of Alexandria?

Yes No (circle one)

If yes, submit a copy of the site plan with your application for a Special Event License.

If no, you will need a sketch plan that clearly depicts property boundaries, the proposed physical layout of existing on-site buildings, driveways and any proposed improvements or site modifications, which may be provided on a copy of the tax map, a survey, a digital depiction of your property available on the web or a hand-drawn sketch of your property that you may annotate with information required in Section F.1. – F.8. of the Special Events ordinance.

Section 2. Renumbering. The sections, subsections and provisions of this ordinance may be renumbered as necessary or practical for codification purposes.

Section 3. Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder off this Ordinance shall not be affected thereby.

Section 4. Repealer. Any Ordinances or parts thereof in conflict with the provisions of these Ordinance are hereby repealed as to their inconsistencies only.

PUBLIC COMMENT ON GENERAL MATTERS

None

Note: The Township Committee did not go into Executive Session to discuss the DPW contract. The Township Committee has agreed on the contract language but will not vote on the contract until the Schedule A is included. The Township Committee will vote on the contract at the January 13, 2021 Township Committee meeting.

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

- _____ A confidential or excluded matter under Federal or State Law or Court Rule.
- _____ A matter involving information that may impair the Township's rights to receive funds from the United States Government.
- _____ A matter constituting an unwarranted invasion of an individual's privacy rights.
- _____ Collective Bargaining Agreement or negotiation of the Agreement.
- _____ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.
- _____ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.

- ☒ Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
DPW Contract
- ☐ Matters falling within the attorney-client privilege.
- ☐ Personnel matters involving a specific employee or officer of the Township.
- ☐ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.
3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
5. This Resolution shall take effect immediately.

MOTION TO ADJOURN

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adjourn at 6:15PM.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 6:15 PM.

Respectfully Submitted:

Michele Bobrowski, CMC/RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of December 23, 2020 and certify that said Minutes were approved by the Township Committee on the 13th day of January 2021.

Gabe Plumer, Mayor